



Permanent Assistant Head Teacher: Inclusion / SENDCO Job Description and Person Specification

Salary / grade range	L6-10
Contract	Permanent, full time
Location	Co-op Academy Medlock
Reports to	Headteacher

Key Accountabilities

- To assist the Senior leadership with the management and organisation of the school in seeking to achieve the highest quality education, ensuring the highest possible standard of pupil achievement and school efficiency and to deputise in the absence of the other Senior Leaders if required.
- To support and model excellent teaching and learning practice for colleagues to ensure progression of all pupils.
- To be an outstanding teacher responsible for producing excellent outcomes of the pupils you teach.
- To set very high standards of behaviour, inclusion and welfare and safety for all children across the school.
- To play a major role, under the direction of the Headteacher, in formulating the aims and objectives of Co-op Academy Medlock and ensuring their successful implementation.
- To undertake major responsibilities arising from the Headteacher's professional duties which have been reasonably delegated to the Assistant Headteacher.
- To be accountable for raising standards through leadership of school improvement areas.
- To engage all relevant staff collaboratively in the development of the academy.
- To demonstrate effective and creative leadership in order to secure sustainable school improvement.
- To provide professional leadership which secures success and improvement in the academy, ensuring high quality education and care for the pupils.

1. PROFESSIONAL DUTIES

An Assistant Headteacher is on the leadership scale and will undertake considerable responsibilities. In addition, an Assistant Headteacher is required to do the following:



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- To be an outstanding teacher responsible for producing excellent outcomes with the pupils you teach
- To set very high standards of behaviour, inclusion and welfare and safety for all children across the school.
- To hold staff you lead to account and ensure that they become outstanding teachers who secure excellent outcomes.
- To play a major role, under the direction of the Headteacher, in formulating the aims and objectives of Co-op Academy Medlock and ensuring their successful implementation.
- To undertake major responsibilities arising from the Headteacher's professional duties which have been reasonably delegated to the Assistant Headteacher.
- Play a leading role in the school improvement planning process, through agreed priorities.
- Contribute to the school's self-evaluation process, including devising and monitoring action plans and other policy development.
- Lead by example especially when implementing change and improvements in standards.
- Promote our school culture where all views are valued and taken account of.
- Implementing child protection policy and procedures and ensuring all children are safeguarded

2. RESPONSIBILITIES

Areas of Responsibility and Key Tasks of the Assistant Headteacher Inclusion / SENDCO:

This post will carry some teaching responsibilities which will be reviewed termly.

- Leading a team so as to secure high expectations, effective deployment of resources and improved learning outcomes for all pupils, playing a significant role in training and coaching colleagues.
- Ensure the development, implementation and review of academy development plans and through School Evaluation including regular monitoring of standards and quality of provision.
- Act as the academy SENDCO, ensure the full curriculum is accessible for all, in line with duties pertaining to the Equality Act (2010) and the Children and Families Act (2014)
- Lead the in school SEN Resource Provision, with the highest standards and expectations and hold staff to account, in meeting these standards. This could mean the delivery of some of the curriculum and role modelling best practice.
- Ensure that record keeping is up to date and accurate and used effectively to drive pupil progress.
- Monitor and evaluate pupil SEND paperwork and planning, then giving direction to staff as needed to ensure the highest standard of provision for said pupils
- To lead on Educational Health Care Plans and ensure that all plans are regularly updated and that the school fulfils its statutory duties.
- To oversee the medical register and ensure that all Health Care Plans are kept up to date and MIPRAs are completed where relevant



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- To interpret relevant data and report to stakeholders.
- To monitor, manage and take responsibility for identified areas of the Academy Development Plan and report to the Academy Community Council.
- To be proactive in evaluating school effectiveness in partnership with the Head and Deputy

3. SPECIFIC DUTIES AND RESPONSIBILITIES

- As Assistant Headteacher Inclusion SENDCO and a member of the School Leadership Team to contribute to the development of strategies, policies and practices aimed at raising standards of attainment and achievement throughout the school.
- To provide regular progress updates to SLT in relation to Inclusion and SEN, to ensure they are fully aware of all associated successes, issues and concerns;
- Liaise with the SEN Link Governor keeping them informed of Education Health Care Plans and work proactively with the Local Authority and other external agencies.
- To assist with the formulation, communication and monitoring of the Annual Development Plan, particularly in relation to SEN and Inclusion, ensuring concerns and ideas are considered, and that all staff understand the priorities and the part they play in achieving these.
- Ensure that all statutory requirements for the academy website relating to SEND and inclusion are met

Teaching and Learning

- To develop, with colleagues, effective ways of overcoming barriers to learning and sustaining effective teaching through the analysis and assessment of pupil needs;
- Team-teach as required to support children's access to an appropriate curriculum. To deliver small group tuition for pupils identified as requiring extra provision;
- Monitor pupil achievement and set targets for improvement so as to raise standards of pupils' learning and achievement. This will involve using tracking systems, including maintaining provision mapping for the school;
- To maintain good partnerships between parents and school and liaise effectively with external agencies so as to promote and secure maximum support for pupil learning.
- Inspire confidence in teaching and other staff

Leading and Managing Staff



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- Lead and manage the inclusion team including SEN support staff and other professionals who work in the school.
- To take part in the recruitment and selection of staff;
- To lead staff meetings, staff INSET and parents' meetings as appropriate;
- To take a leading role in the PPDR process
- To monitor planning/work, target setting, assessment and classroom practice; to mentor staff and/or trainee teachers or teaching assistants;
- To offer advice and support to teaching colleagues regarding their training needs, in line with priorities set out in the Annual Development Plan, including planning and leading training and development opportunities related to Inclusion;
- To ensure that all newly appointed SEN staff have adequate support as part of their initial and ongoing Induction;
- To work alongside other leaders and advisory staff involved in supporting the development of inclusive practice across the school;
- To meet, monitor and support staff who it is felt require a coaching and support plan, or the support of the school's capability process.
- Monitor and track pupil behaviour trends, identifying areas for concern and liaising with teachers and families to identify appropriate next steps to support more positive outcomes for identified pupils.
- Provide support to staff in ensuring the behaviour policy is implemented effectively.

Effective Deployment of Staff and Resources

- Support the Headteacher in the appointment, deployment and development of staff within an identified area of the school and to make most effective use of their skills, expertise and experience
- Ensure that all staff have a clear understanding of their roles and responsibilities;
- Advise the Headteacher of priorities for expenditure and deployment of staff, and utilise allocated resources with maximum efficiency;
- Maintain and develop resources, coordinate their deployment and monitor their effectiveness in meeting the objectives of school;
- Responsibility for monitoring and effectively allocating the SEND budget including High Needs funding
- Ensure that needs are met through high quality training and mentoring;
- Take on any additional responsibilities which might from time to time be determined.

Safeguarding:



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- To be aware of and comply with policies and procedures relating to Safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To ensure child protection procedures and processes are followed within your department.

General:

- Show commitment to the school, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination;
- Act as 'critical friend' and provide effective professional challenge and support to the Head of School and leadership team;
- Have a working knowledge of teachers' professional standards, duties and legal liabilities;
- Operate at all times within the stated policies and practices of the school;
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- Take responsibility for their own professional development and duties in relation to school policies and practices;
- Liaise effectively with parents and governors;
- Show a commitment towards school policies in Equal Opportunities and Child Protection, have a full understanding of these policies and embrace all aspects of school policy in relation to these areas;
- Deal with issues in a professional and confidential manner;
- Play a full part in the planning and organisation of all school activities, functions and events, including an active involvement in the extra-curricular life of the school.

Other duties:

- Attend and lead staff meetings as required
- Attend parents evenings and open days to promote the setting
- To undertake appropriate professional development
- Any other reasonable duties as required by the Headteacher



Personal attributes required (based on job description):

Aspect	Essential	Desirable
Qualification		
Qualified teacher status	x	
Further relevant professional studies		x
To hold the NPQ-SENCO Award (or be willing to undertake if appointed)		x
To have evidence of continuing professional development that is relevant to the post	x	
To have completed relevant senior mental health lead training (or be willing to undertake if appointed)		x
Experience		
Minimum of 4 years teaching experience	x	
Be able to demonstrate experience of effecting significant and sustained change in teaching, learning and curriculum either at class, phase or whole school level, that has led to an improvement in pupil performance	x	
Proven track record in bringing about improvement in pupil outcomes	x	
Experience of managing and using pupil attainment and tracking databases	x	
Successful partnership working with other schools, external agencies, and stakeholders	x	
Experience of supporting staff development programmes for teachers and other staff	x	
Experience of supporting strategies to improve parental involvement in their children's learning.		x
Experience of working with pupils' with a range of learning and behaviour needs and can evidence progress	x	
Professional Knowledge and Understanding		
Thorough knowledge and understanding of national priorities and current developments	x	
Understand the expectations in the Ofsted Framework	x	
Have an excellent knowledge of effective strategies to include and meet the needs of all pupils, in particular those with SEN, but for all children at risk of underachieving.	x	
Understand the principle of Racial Equality and Equality of Opportunity and how these may inform whole school policy	x	
In depth knowledge of best practice in teaching and learning, including the use of IT to support pupil achievement	x	
Knowledge of curriculum and best practice in relation to the relevant key stage(s)	x	
Knowledge of SEND code of practice	x	
Professional Skills and Abilities		
Be an excellent teacher, with the ability to lead, motivate, develop, and inspire pupils and to encourage parental engagement	x	



Excellent understanding of curriculum and pedagogical issues, including adaptive learning strategies to ensure pupils make outstanding progress	x	
High quality behaviour management skills; able to coach others in this area	x	
Ability to analyse and evaluate pupil data in order to set aspirational and challenging targets for individuals	x	
Ability to develop a classroom environment ethos and structure for managing behaviour which enables pupils to become independent and self-managing	x	
Be able to work with a range of stakeholders including governors and parents and be accountable for performance and budget expenditure.	x	
Have good communication skills both orally and in writing and be able to manage own workload effectively and respond swiftly to tight deadlines	x	
To maintain a personal commitment to professional development	x	
Ability to work effectively as part of the school team and with pupils, parents/carers, governors, stakeholders and partners within, and beyond, the education sector	x	
Excellent interpersonal skills as well as self-awareness and ability to manage self	x	
Ability to proactively engage with a range of external partners and networks	x	
Willingness to learn from others and both seek and take advice	x	
Able to be innovative and develop new solutions; being able to think outside the box and effectively plan ahead	x	
Equality		
Demonstrate knowledge and understanding of equality issues and legislation	x	
Ability to integrate equality policies into action	x	
Demonstrable commitment to equality of opportunity and inclusive education	x	
Safeguarding		
Knowledge of local and national safeguarding requirements	x	
Evidence of having complied with and secured highly effective safeguarding	x	
Ability to develop an appropriate environment which ensures the safety of all pupils	x	
Experience of child protection/safeguarding with up to date training or willingness to undertake training	x	
Managing the Organisation/Securing Accountability		
Use a range of tools and evidence to support, monitor, evaluate and improve aspects of the school, including challenging underperformance.	x	
Demonstrate the importance of distribution and delegation of leadership responsibilities	x	
Experience of leading and managing a team, and of performance management	x	
Other requirements		
Able to demonstrate resilience, and willing to face new challenges with enthusiasm and positivity	X	



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Full commitment to the aims and ethos of the academy and Co-operative Academy Trust	X	
A positive professional approach to school life with a determination to succeed	X	
Able to exercise discretion and maintain confidentiality at all times.	x	
A commitment to participate in extracurricular activities	x	

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.